

CITY OF TAKOMA PARK, MARYLAND

REQUEST FOR PROPOSALS

The City of Takoma Park will accept separate, sealed proposals from qualified persons or firms interested in providing the following:

ARCHITECTURAL SERVICES FOR A FEASIBILITY STUDY  
FOR A GYMNASIUM ADDITION TO THE  
TAKOMA PARK COMMUNITY CENTER  
# 06-2006-01

PROPOSALS MUST BE RECEIVED BY:

JULY 3, 2006 AT 4:00 P.M.

PLEASE LABEL YOUR SUBMITTED PACKAGE, "SEALED PROPOSAL"

MAIL OR DELIVER THE PACKAGE TO:

City of Takoma Park  
Attention: Suzanne Ludlow,  
Community and Government Liaison  
7500 Maple Avenue  
Takoma Park, Maryland 20912

Request for Proposal documents are available by calling 301-891-7229, by e-mailing [SuzanneL@takomagov.org](mailto:SuzanneL@takomagov.org), or by writing to the above address.

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

**REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES  
IN CONNECTION WITH A PROPOSED GYMNASIUM FOR  
THE CITY OF TAKOMA PARK, MARYLAND  
# 06-2006-01**

**June 9, 2006**

**PROSPECTIVE CONSULTANT**

The City of Takoma Park is issuing the Request for Proposal (RFP) for professional architectural services in connection with a gymnasium addition to the Takoma Park Community Center. Proposals and all correspondence relating to this RFP shall be submitted to:

Suzanne Ludlow  
Community and Government Liaison  
City of Takoma Park  
7500 Maple Avenue  
Takoma Park, Maryland 20912

Consultants requiring additional information or clarification relative to the RFP may direct their inquiries to Ms. Ludlow at 301-891-7229 or via e-mail at [SuzanneL@takomagov.org](mailto:SuzanneL@takomagov.org).

The scope of services, schedule, content of proposal, evaluation criteria, and technical information in regards to the RFP are as follows:

**GOAL OF STUDY**

The goal of this study is to provide a feasibility study and site analysis for a proposed gymnasium addition to the Takoma Park Community Center at 7500 Maple Avenue, Takoma Park, Maryland. The object of this study is to determine a) whether or not the proposed location is appropriate for construction of a gymnasium, taking into account such factors as square footage, access, existing infrastructure, etc.; b) options for sufficient parking at the Takoma Park Community Center; and c) conceptual building cost estimates for the proposed gymnasium, including site infrastructure, furnishings, parking, landscaping, etc.

The location of utilities and other infrastructure may cause building constraints and/or significantly affect projected construction costs. The City is seeking a firm that has the expertise and qualifications to develop creative solutions to work around these constraints.

## BACKGROUND

Following several years of community discussion, construction of the Takoma Park Community Center got underway in the summer of 2003. Funding constraints required that the project be broken into three phases: Phase I was the construction of front and side additions to the Takoma Park Municipal Building; Phase II is the renovation of the original building; Phase III is to be the construction of a gymnasium.

Phase One of the project was completed in October 2005. This work included construction of a three-story addition to the Municipal Building, the interior demolition and renovation of the upper level of the Municipal Building, and construction of the Computer Learning Center (connecting the Municipal Building to the Takoma Park Library, also on the site). Most administrative staff offices are now located on the top floor and the Police Department is centralized on the first level. Upon completion of Phase One, the Municipal Building was renamed the Takoma Park Community Center.

Phase Two involves the renovation of the portion of the building formerly occupied by City staff. In September 2005, the City Council awarded a contract for this work, which commenced in late October 2005 and is scheduled for completion this month. The main level of the expanded Community Center will house a dance room, teen room, game room, and an additional meeting room, as well as office space for Recreation Department staff.

Phase III is construction of the gymnasium. From the beginning of the project, many members of the community have wanted a gymnasium included as part of the Community Center. Because of this, the master plan for the Community Center includes the construction of a gymnasium at the northwest corner of the building near the Grant Avenue cul-de-sac.

### ***Site and Parking Constraints***

The site of the Takoma Park Community Center is heavily developed. The area of the proposed gymnasium includes utility infrastructure, such as an electric duct bank along Grant Avenue, as well as surface parking lots. In addition, during excavation for Phase I, the City became aware of soil problems on the property that likely extend to the site for the proposed gymnasium.

In order to begin to be able to determine whether or not the construction of a gymnasium is feasible, the Takoma Park City Council authorized funding for certain technical studies at the site, including additional soil borings and a utilities location survey. These technical studies have been completed and will be available for review.

The amenities offered by Phase One have resulted in increased vehicular traffic to the site, and more traffic is expected when Phase Two opens. Construction of a gymnasium addition will again increase parking demand, while reducing existing surface parking. Based on usage patterns to date, the City believes that more on-site parking is desirable in order to serve its customers better and to minimize the impact on surrounding residential neighborhoods.

### ***The Desired Gymnasium***

The Community Center Liaison Committee, a committee of residents appointed by the Takoma Park City Council, has discussed and developed desired design criteria for the proposed gymnasium. They include the following:

- 1) A gymnasium at least comparable in size to that of Piney Branch Elementary School (located in Takoma Park) with associated restrooms as required by building code
- 2) Bleacher seating, ideally for 100 – 150 spectators
- 3) Locker facilities with approximately 25 units
- 4) Shower facilities (optional)
- 5) Weight room (optional)
- 6) Incorporation of “green” features, including passive solar building design, solar water heating and space heating, solar energy cells, a “green” roof, and other features that would increase the LEEDS rating of the building.

### **DESCRIPTION OF PROJECT**

The City of Takoma Park is soliciting proposals for architectural services related to the proposed gymnasium addition to the Takoma Park Community Center. Primary objectives of the feasibility study are outlined below:

- 1) A determination as to whether or not the proposed location is appropriate for construction of a gymnasium, taking into account such factors as square footage, vehicular and pedestrian access, existing infrastructure, etc. The study shall evaluate the site, taking into consideration possible sizes and configurations for a gymnasium and related components. Options, if any, that minimize costs while still accommodating a usable gymnasium with adequate access shall be considered. Conceptual site plans for those options that show that the location is appropriate for construction of gymnasium shall be included as part of the deliverable. At a minimum, the options shall include the following:

A gymnasium that does not require the relocation of any utility lines, if feasible, taking into account any required utility clearances.

A gymnasium that provides a court that is the same size as that of the Piney Branch Elementary School gymnasium. It shall be noted if this option would require the relocation of utility lines.

The largest facility that would fit in the specified location, taking into account such factors as square footage, vehicular and pedestrian access, etc. It shall be noted if this option would require the relocation of utility lines.

The consultants shall consult with the staff of the City of Takoma Park, Montgomery County, and the Maryland-National Capital Park and Planning Commission to obtain background site and regulatory information in developing options.

As the options become clarified, the consultant shall have one meeting with the Community Center Liaison Committee to review and discuss the information learned to date.

- 5) As noted in the Background section of this RFP, more on-site parking is needed to minimize the impact of the Community Center on surrounding residential neighborhoods. Based on past discussions with the Maryland-National Capital Park and Planning Commission, the City would ideally like to have on-site parking of 218 spaces. As part of the study, various options (surface, underground, raised tier, a combination of these, or other options not listed herein) shall be developed to increase on-site parking.
- 6) Gym configurations shall take into consideration needed safe circulation paths on and off the site, including vehicular, bike and pedestrian transportation modes. Site circulation patterns shall be shown on the conceptual site plans described above.
- 7) Conceptual building cost estimates for each of the gymnasium configurations shall be provided. Cost estimates shall be comprehensive and broken down into their constituent parts, including site infrastructure and preparation, utility relocation costs, construction costs, parking facility costs, landscaping costs, etc. The cost of optional amenities, including showers and locker facilities, shall also be clearly delineated.

As part of the cost estimation, the City is interested in understanding the cost differential between different types of building and flooring materials, as well as the added construction cost, if any, of incorporating the “green” features referenced earlier in this Request for Proposal. In preparing the requested building cost estimates, a descriptive design contingency shall be included that would cover potential additive project items such as these.

The deliverable of this project is a written feasibility study, with appropriate conceptual drawings and component cost estimates.

Besides the one meeting with the Community Center Liaison Committee mentioned above, the consultants should expect to attend one meeting of the Takoma Park City Council to brief the Council on the findings of the feasibility study. A rate for costs of attending any additional meetings should be provided in the proposal.

## SCHEDULE

The timeframe requested for completion of the feasibility study will be eight (8) weeks. The timeframe will begin when the City gives the notice to proceed. Respondents to this Request for Proposal shall clearly indicate in their proposal any exception to the requested timeframe that would extend the time of completion for said services. In the event the respondent deems that the scope of services set forth in this proposal can be provided in a shorter period of time than noted above, the respondent shall clearly indicate the same.

## SUBMISSION REQUIREMENTS AND PROVISIONS

Five (5) copies of the proposal are required. Submission should include an original, signed Transmittal Letter.

Proposals are to be sealed and submitted to the Office of the City Manager, City of Takoma Park, Maryland, 7500 Maple Avenue, Takoma Park, Maryland 20912 prior to the date and time listed on the cover sheet. At such time, all proposals will be formally opened and accepted for consideration.

Proposals received after the date and time indicated on the cover sheet shall not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline.

The contents of the proposal submitted by the successful respondent to this RFP will become a part of any contract awarded as a result of this solicitation. All proposals submitted shall be binding upon the respondent if accepted by the City within seventy-five (75) calendar days of the proposal submission date.

The City reserves the right to negotiate any and all elements of this proposal.

## CONTENT OF PROPOSAL

Please include the information below in the proposal, using the numbers indicated.

- 1) Name, address, telephone number and web site of the firm.
- 2) Type of organization (i.e. individual, partnership, corporation, joint venture, etc.)
- 3) Principals of the firm.
- 4) Person in charge of the proposed project.
- 5) Name, function, and qualifications of personnel in organization contemplated for this project.

- 6) Outside associates and consultants proposed for this project (indicate name, type, location).
- 7) A proposed time schedule indicating your firm's capability of performing this task. The time schedule should be detailed, showing the various work activities, time duration of each activity, and personnel involved at each stage. Activities, incidents or problems that could cause a delay at any of the stages should be identified and the approximate length of delay should be indicated, if possible.
- 8) If you have gymnasium or similar type facilities designed by your firm, please list:
  - a. Client and project
  - b. Year
  - c. Member of client's staff who worked with the architect
- 9) If you have experience in preparing feasibility studies or in designing projects for a site with complex utility, geotechnical or other problems, please list:
  - a. Client and project, with description of the complex problem(s) involved
  - b. Year
  - c. Member of client's staff who worked with the architect.
- 4) Signed and notarized "Contractor's Certification of Non-Involvement in the Nuclear Weapons Industry." A copy of this form is attached to this request for proposal. According to the City Code, "The City of Takoma Park shall grant no awards or contracts for any purpose to any person, firm, corporation or entity which is knowingly or intentionally engaged in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components. It will be the responsibility of any recipient of a City contract or award to certify by a notarized statement to City Clerk that it is not knowingly or intentionally engaged in the above-defined activity. Notice of this certification shall be included in all 'Requests for Proposals' issued by the City."
- 5) Fee for services, including:
  - a. a total cost for all requested work and preparation of the written feasibility study and all associated drawings, documents, and other materials;
  - b. the hourly cost of each staff person who will be working on this project;
  - c. the cost of attending any meetings that is in addition to the two included in the "Description of Project" section.

#### EVALUATION CRITERIA

The criteria that will be considered in the evaluation of the proposals shall include, but not necessarily be limited to:

- 1) Overall quality and thoroughness of the proposal.
- 2) Qualifications and past experience of the firm.
- 3) Qualifications and experience of personnel assigned to the project.
- 4) Past record of performance on similar projects, including cost control, quality, and ability to meet schedules.
- 5) Reference checks with existing and previous clients.
- 6) Fee for the feasibility study.

Consultants are advised that an award may be made without discussion and negotiation; therefore, the initial proposal shall provide the Evaluation Panel with sufficient information to recommend award without discussion and should reflect the consultant's ability to perform at a reasonable price.

The City may reject any or all proposals for such reason as it may deem proper. In acceptance of proposals, the City will be guided by considerations in the interest of the City. The City also reserves the right to negotiate further with one or more of the consultants as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interests of the City.

#### TENTATIVE PROCESS TIMEFRAME

Request for Proposals Issued	June 9, 2006
Proposal Submission Deadline	July 3, 2006 at 4:00 p.m.
Proposal Evaluation Period / Reference Checks	July 5 - July 12, 2006
Possible Firm Interview Date	Tuesday, July 18, 2006
City Council Worksession Regarding Committee Recommendation	Monday, July 24, 2006
City Council Action Awarding Contract	Monday, July 31, 2006

The City reserves the right to alter the timeframe regarding the selection and award process.



## OWNERSHIP OF DOCUMENTS

General: The Consultant shall vest title to all documents produced under or as a direct result of this contract to City of Takoma Park.

- 1) All documents, reports, drawings, specifications, sketches, notes, calculations, correspondence, electronic files and computer disks, and any other materials prepared by the Consultant or City of Takoma Park personnel under this contract shall be and remain the exclusive property of City of Takoma Park.
- 2) The Consultant shall immediately provide to City staff the original of all documents, reports, contract drawings, drawings, specifications, sketches, notes, calculations, correspondence, electronic files and computer disks and any other material prepared under this contract when requested.
- 3) City of Takoma Park reserves the right to utilize, revise, or modify these documents or to have these documents used, revised or modified by others, in any way it deems necessary, including revising and reissuing these documents, without the prior approval of the Consultant and without additional compensation to the Consultant.
- 4) City of Takoma Park ownership and use of these documents shall in no way limit the Consultant's professional liability for the work performed, except to the extent that modifications made by City of Takoma Park or others, are the cause of or directly contribute to the cause of action.

## INCURRING COSTS

The respondent shall be responsible for all costs incurred in the preparation and submission of the Request for Proposal.

## RETURN OF RESPONSES

The City of Takoma Park shall be under no obligation to return any responses or materials submitted by a respondent as a result of the Request for Proposals.

**City of Takoma Park, Maryland**

**CONTRACTOR'S CERTIFICATION OF NON-INVOLVEMENT  
IN THE NUCLEAR WEAPONS INDUSTRY**

RFP Number: \_\_\_\_\_

Date: \_

KNOW ALL MEN BY THESE PRESENTS:

1. Pursuant to the requirements of Section 6 of the Takoma Park Nuclear Free Zone Act, Ordinance No. 2703, the undersigned person, firm, corporation, or entity hereby certifies that he/she/it is not now engaged in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components, or the sale of merchandise produced by companies so involved.

2. The undersigned further certifies that he/she/it will not, for so long as the above captioned contract remains in effect, engage in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components, or the sale of merchandise produced by companies so involved.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this \_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

County of \_\_\_\_\_

\_\_\_\_\_  
Date

State of \_\_\_\_\_

Subscribed and sworn to before me thus \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

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NOTE: Failure to complete this form will cause your bid to be considered non-responsive.  
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Accepted on behalf of the City of Takoma Park, Maryland by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Rev. 6/84; 8/84

\_\_\_\_\_  
Date